



## **Department of Energy**

Washington, DC 20585

**May 15, 1997**

### **MEMORANDUM FOR**

### **HEADQUARTERS PRINCIPAL BUDGET CONTACTS**

#### **FROM:**

**LYNWOOD H. HENDERSON, DIRECTOR  
OFFICE OF BUDGET**

#### **SUBJECT:**

**FY 1999 Update to Corporate Review Budget Chapter  
of The DOE Budget Formulation Handbook**

Attached is the revised Corporate Review Budget (CRB) Chapter of the DOE Budget Formulation Handbook. Guidance contained in this chapter should be used to prepare your FY 1999 CRB materials. This reflects a continuation of our effort to streamline the budget process through use of the new budget formats used for the FY 1998 Congressional budget. A summary of changes from last year's guidance is provided to assist you in preparing this year's submission.

Budgets will be submitted to the Office of Chief Financial Officer by June 13, 1997. Corporate budget requests will be prepared in accordance with the attached CRB chapter and the FY 1999 CRB Call which will be issued shortly. The remaining chapters of the Budget Formulation Handbook will be updated and issued as we move through the FY 1999 budget process, and will incorporate lessons learned from our meeting with the EWD staff. The CRB Chapter is available on the DOE CFO Homepage in WordPerfect 6.1 and Acrobat PDF formats at <http://www.cfo.doe.gov/budget>.

We welcome any comments, suggestions or ideas you may have to make this a more useful document. Please direct any comments or questions you may have to Roy Craig on 202 586-3455 or David Bugg on 202-586-4715.

Attachments